



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PERSONAL CELL PHONE USE BY EMPLOYEES

Effective Date: June 18, 2008

Policy #: HR-24

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- I. PURPOSE:** To provide guidelines for use of personal cell phones by employees in the workplace. To ensure a therapeutic treatment environment and to ensure patient confidentiality.
- II. POLICY:** Use of personal cell phones by Montana State Hospital Employees is limited during work hours. Employees may use cell phones during lunch or break periods. Other use, including text messaging, is prohibited during the work-day unless authorized by supervisory personnel. Employees may request authorization from supervisors to use cell phones during the workday for the purpose of making calls to latch-key children, baby sitters, day care providers, teachers, and family members to inform them of schedule changes and other essential business. Supervisors will grant reasonable requests of this nature.

Cell phone camera functions may not be used during the work-day unless authorized by supervisory personnel.

Cell phones owned by the hospital and issued to employees may be used for business purposes or other use consistent with policy on State Telephone Network Usage found in the Montana State Government Telephone Directory.

III. DEFINITIONS:

Cell Phone – A wireless telephone that uses radio-frequencies to send and receive communications with other telephones, both wireless and land-based.

IV. RESPONSIBILITIES:

- A. All employees are required to follow the policy.
- B. Supervisors are responsible for initiating progressive disciplinary actions for employees who fail to comply with this and other hospital policies.

V. PROCEDURE:

- A. Employees with a need to use their personal cell phone during the work-day other than lunch or break times must seek authorization from their supervisor.
- B. Employees who violate this policy will be subject to disciplinary action.

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